

Kristin Baddour

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EDUCATION

University of North Carolina at Chapel Hill

May 2015

Bachelor of Arts in Political Science | Minors in Education and History

CERTIFICATIONS

Project Management Professional (PMP), Project Management Institute

August 2020

WORK EXPERIENCE

National Governors Association (NGA)

Washington, DC

Policy Analyst, Workforce Development and Economic Policy

November 2018 - Present

- Support Governors and state policymakers on workforce development and education policy and their connections to other public policy topics
- Manage the American Apprenticeship Initiative and the Partnership to Advance Youth Apprenticeship by creating project plans, analyzing data to design technical assistance, managing staff, engaging with partners, reporting to funders, and ensuring completion of deliverables within budget
- Research and synthesize quantitative and qualitative data from a variety of sources to write reports, case studies, memos and resources that inform Governors and state policymakers on national trends and best practices
- Develop and facilitate workshops, meetings, and presentations to inform policymakers and to guide action planning
- Maintain topical knowledge on state and federal policy issues including federal and state responses to COVID-19

Council of Chief State School Officers (CCSSO)

Washington, DC

Associate, Career Readiness Initiative

July 2017 – November 2018

- Managed deadlines and deliverables for New Skills for Youth (NSFY), a \$35M investment from JPMorgan Chase that increased the number of students in 10 states completing career pathways that reflect labor market demands
- Oversaw communications, including drafting publications, creating, and distributing a monthly newsletter, supporting social media campaigns, and maintaining two websites
- Supported partnerships and communications between CCSSO and consultants, national partners, foundations, and business leaders to elevate and execute CCSSO's career readiness work
- Trained and supervised junior staff members and monitored work to ensure deadlines were met

Coordinator

October 2015 – July 2017

- Planned and executed logistics for 100-200 person convenings that delivered best practices and technical assistance to cross-sector teams of state-level policymakers
- Created meeting planning documentation and processes that are now used as template materials for CCSSO
- Monitored project expenditures, processed monthly invoices, and managed 14 contracts
- Supported program monitoring with state education agencies to ensure progress towards their goals

LEADERSHIP EXPERIENCE

Diversity, Equity, and Inclusion (DEI) Policy Council, NGA

May 2021 – Current

- Identify opportunities and strategies to center DEI in NGA's state-level policy work while being responsive to the needs of Governors

Employee Engagement Committee Member, CCSSO

June 2017 – November 2018

- Planned initiatives and strategies for committee designed to improve employee engagement
- Led 9 team members in planning and executing events and recurring initiatives reaching over 90 staff members

Mentor, Higher Achievement

September 2016 – May 2017

- Volunteered weekly to tutor and provide a positive influence on students in the DC area

SKILLS AND PROFICIENCIES

- Proficient in Microsoft Office Suite, including Excel, Word, Outlook, PowerPoint, SharePoint
- Proficient in Association Management System, Unanet, Basecamp, Salesforce, Joomla!, Survey Monkey, Google Drive
- Adept at cultivating positive relationships and client contacts; known for being a hard-working and inclusive team member